

**SUPPORT SPECIALIST II - RECYCLING
MAYOR'S OFFICE
SOLID WASTE & RECYCLING PROGRAM**

SALARY RANGE: \$17.60 – \$23.58 per hour

CLOSING DATE: July 9, 2013

ABOUT THE JOB: The Recycling Specialist provides general staff support and public customer service about recycling and solid waste topics to the community. The position requires the ability to discuss waste prevention, recycling and related issues with Beaverton residents in a professional and courteous manner. A successful candidate will have interest and/or experience in recycling, waste prevention and sustainability topics.

ESSENTIAL FUNCTIONS OF THE JOB:

- Respond to residential inquiries regarding recycling and waste collection; investigate and resolve complaints by phone and in person; represent the City in informational/operational roles.
- Create a positive experience for residents through professional and courteous behavior and creative problem resolution.
- Participate in program operational/procedural development and implementation, including researching and compiling information, preparing and distributing materials; maintaining databases and spreadsheets.
- Have a strong working knowledge of Microsoft Office Suite (especially Outlook, Word and Excel) to collect, compile and analyze financial, statistical and technical data relating to recycling and waste reduction.
- Provide back-up for general office, mail room and community garden support as needed. The position typically works standard office hours (five days per week); however, occasional evening or weekend work is required.

TO QUALIFY: Requires a high school diploma or GED and two years of general office experience. Experience in the recycling or sustainability field and with public outreach is desirable.

This position requires the ability to: communicate effectively both verbally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public; establish and maintain effective working relationships; participate on a team focused on producing high quality results; perform basic data analysis and prepare reports.

Requires a valid driver's license and the ability to meet the City's driving standards.

HOW TO APPLY: All interested candidates may apply by submitting a cover letter and City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at www.beavertonoregon.gov.

